



Department of Development Services – West Region

JOB OPPORTUNITY

DEVELOPMENTAL SERVICES CASE MANAGER INDIVIDUAL AND FAMILY SUPPORT DIVISION– WATERBURY/CHESHIRE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral transfers or Candidates on current EXAM List

Job Title: Developmental Services Case Manager

Location: Individual and Family Support Division (IFS) – Waterbury/Cheshire

Job Posting No: 0109237

Hours: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. (Must be flexible to meet agency and individual needs. State travel required)

Salary: \$2,331.88 - \$3,157.51/bi-weekly (New Hires to state service start at \$2,331.88)

Closing Date: September 26, 2016

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Duties consistent with the DAS Developmental Services Case Manager job classification. This caseload will consist of waived cases in the Greater Waterbury and Cheshire area. The IFS Case Manager performs activities related to individual services plans for conformity with DDS Policies and Procedures; ensures compliance with Centers of Medicaid and Medicare Services (CMMS) requirements and quality assurance activities; facilitates interdisciplinary team meetings; writes/reviews individual service plans (ISP's), Quality Service Reviews (QRS's) and Level of Need (LON) Assessments; coordinates integration of day program, residential, medical and other services provided to each individual and ensures service delivery; provides social service evaluations and recommendations; compliance with CMMS regulations of Targeted Case Management (TCM), maintains documentation according to DDS and federal regulations; assists with guardianship assessments and process, application for entitlements, and enrollment in the waiver; reviews and develops individual budgets; provides supportive counseling and information to individuals, guardians and their families regarding their legal rights, departmental policies and procedures, services, and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of individual files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with intellectual disability; knowledge of residential programs for persons with intellectual disability; knowledge of interdisciplinary approach to program planning; knowledge of intellectual disability, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to understand and translate clinical

findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

General Experience: A Bachelor's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and two (2) years of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation OR a Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and one (1) year of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

NOTE:

A degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) is a degree in the field of human services, healthcare or education including but not limited to: nursing, psychology, rehabilitation counseling, special education or sociology.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

Special Requirements: Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Candidates must possess good oral/written communication skills; and computer skills, as daily use of a computer is likely (Microsoft and webbased programs). Valid Connecticut Driver's license and State travel is required.

Must be Qualified Intellectual Disabilities Professional (QIDP) as required by Federal regulations; applicants must demonstrate in the application the Academic degrees they possess; name of conferring institution and date of conferment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8857 or 203-574-8857

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and Individuals with disabilities.